

## **Probation**

As a new Career Service employee you will serve a six-month probationary period. This is the period of time for you to adapt to your new job and improve any weak areas in your performance. If your work is not satisfactory, at the discretion of the supervisor, you could be terminated any time during your probation by a written notice. At the end of the six-month probation your work will be evaluated; successful completion of this evaluation may qualify you for a merit increase, if you were hired at the beginning of the pay range. If you receive an unsatisfactory evaluation, your department head may recommend that you be placed on an extended probation for up to six more months; your department head may recommend regular appointment or dismissal at any time during the extended probationary period.